

June 20, 2019

Dear Property Owner or Agent:

The State of South Carolina is seeking South Carolina Department of Education office space in the Greater Columbia Area. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 p.m., July 5, 2019.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Ashlie Lancaster via e-mail at ashlie.lancaster@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,

Ashlie Lancaster
Real Property Services



REQUEST FOR LEASE PROPOSAL FOR SOUTH CAROLINA DEPARTMENT OF EDUCATION

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – SOUTH CAROLINA DEPARTMENT OF EDUCATION

- Location: Greater Columbia Area
- Expected occupancy date is based on construction timeline; within six (6) months of executed lease.
- Total space needed is approximately 151,000 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in the proposal and include the common area factor (%). A detail of space needs is set forth in Exhibit A and includes approximately 149 offices and 609 workstations.
- Free parking available in close proximity and must accommodate a minimum of 600 spaces. 5 parking spaces are required for state owned vehicles and must be kept in a secured, paved, fenced, well lighted area
- Parking lot must be paved and lighted. State availability of reserved parking.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- No hazardous materials are stored on site.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- Term: Please provide proposed rates for 10-year term.
- Prefer single tenant location.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- If GROSS lease is not possible, submit an estimate of utility costs for property and any other expense that the agency will be required to pay during occupancy.



- Proposals that require the pass-through of any increases in operation expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at:**
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>
or can be provided upon request.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 p.m., July 5, 2019.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with South Carolina Department of Transportation. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

ASHLIE LANCASTER
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th FLOOR
COLUMBIA, SC 29201
PHONE: 803-737-9822 FAX: 803-737-0592
EMAIL: ashlie.lancaster@admin.sc.gov





Henry McMaster, Governor
Marcia S. Adams, Executive Director

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

Exhibit A





**SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION**

Agency Space Needs					Current Space		Future Space Needs	
Personnel Areas					Typical Size (SF)	x Qty	= Area	Qty = Area
EO	Executive Office	Executives	180	x	38	6,840	46	8,280
SO	Standard Office	Staff who spend 50% or more of their time counseling others	120	x	80	9,600	103	12,360
WS	Workstation	Professionals and administrative staff	48	x	422	20,256	536	25,728
SW	Small Workstation	Staff who are mostly out or call center positions	25	x	43	1,075	73	1,825
Total Personnel/Workspaces					583		758	
Total Personnel Area NSF						37,771		48,193
Standard Support Areas					Typical Size (SF)	x Qty	= Area	Qty = Area
General Support								
	Reception/entry area	1 per suite or floor		x		1,860		1,860
	Pantry/break room	1 per 50-75 employees	200	x	12	2,400	15	3,000
	Copy/print/mail/supply	1 per 50-75 employees	200	x	9	1,800	13	2,600
	Other copy/mail					1,000		1,000
	LAN room	1 per floor		x				
Conference/Focus Rooms								
	Conference Room (10-12 Person)	1 per 60-75 employees	350	x	10	3,500	11	3,850
	Conference Room (6-8 Person)	1 per 30-50 employees	250	x	19	4,750	23	5,750
	Conference Room (2-4 Person)	1 per 30-50 employees	120	x	19	2,280	23	2,760
	Focus/privacy room	1 per 15-30 workstations	50	x	31	1,550	48	2,400
Filing and Work Rooms								
	Open area file cabinets		9	x	405	3,645	405	3,645
	Active file storage					2,380		2,380
	Storage/work room		120	x	23	2,760	27	3,240
	Other work areas			x		1,340		1,340
Total Support Area NSF:						29,265		33,825
Total Agency Area Requirements								
Net Area (Sum of Personnel and Support Areas)						67,036		82,018
Circulation (30% of usable area)						20,111		24,605
Sub-Total Usable Area SF						87,147		106,623
Usable Square Feet/Employee Workstation (180USF/FTE Average Target)						184		167
Rentable Square Feet/Employee Workstation (210 RSF/FTE Average Target)						213		194
Total Special Support USF (From Page 2 Worksheet)						20,102		20,102
Total Useable Area SF						107,249		126,725
Total Rentable Area SF						124,408		147,001
Office to workstation summary								
Percentage offices						20%		20%
Percentage standard workstation						72%		71%
Percentage small workstations						7%		10%
Office to workstation ratio						0.25		0.24
Conference/focus seat summary								
Conference Room (10-12 Person)						110		132
Conference Room (6-8 Person)						138		184
Conference Room (2-4 Person)						46		92
Focus/Privacy room						48		48
Projected total conference/focus room seats						342		456

Projected total staff seats
 Staff seat to conference/focus room seat ratio
 Target ratio

583	758
1.70	1.66
between 1.0 and 2.0	



**SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION**

Public Use Space	Typical Size (SF)	x	Current Space		Future Space Needs	
			Qty	= Area	Qty	= Area
Main reception area (200-600 SF)	600	x	1	600	1	600
Lobby Security Station	200	x	1	200	1	200
Visitor Badging Stations	9	x	2	18	2	18
Service counter (50 SF/position)	50	x	1	50	1	50
Waiting area (15 SF/seat)		x		0		0
Interview rooms (100 SF - 150 SF each)	120	x	7	840	7	840
Public Meeting Rooms	3000	x	1	3,000	1	3,000
Public Meeting Room Reception	300	x	1	300	1	300
Public Meeting Room Kitchen/Break Room	200	x	1	200	1	200
Public use computer carrels (25-30 SF each)		x		0		0
Board Meeting Room (seating for 18)	450	x	1	450	1	450
Loading Dock/ Storage	520	x	1	520	1	520
				0		0
Total Public Use Space NSF				6,178		6,178
Special Use Space	Typical Size (SF)	x	Current Space		Future Space Needs	
			Qty	= Area	Qty	= Area
Central mail room	500	x	1	500	1	500
Reprographics center/ Print Shop	500	x	1	500	1	500
Print Shop Storage	500	x	1	500	1	500
Employee Badging Station	120	x	1	120	1	120
Cafeteria (Commission for the Blind)	1,215	x	1	1,215	1	1,215
Fitness center		x		0		0
Daycare center		x		0		0
Inactive File Storage		x		1,500		1,500
Server Room	0	x	0	0	0	0
IT storage/receiving	500	x	1	500	1	500
IT Equipment Staging	300	x	1	300	1	300
Video Production Studios	250	x	2	500	2	500
Classrooms (1 classroom, partition to 2, holds 60)	1500	x	1	1,500	1	1,500
Classroom Reception	300	x	1	300	1	300
Training center/Computer Lab (25 workstations each)	625	x	2	1,250	2	1,250
Classroom & Training Rooms Storage	200	x	3	600	3	600
Counseling rooms		x		0		0
		x		0		0
Total Special Use Space NSF				9,285		9,285
NSF (Public Use & Special Use Space)				15,463		15,463
Circulation (30% of usable area)				4,639		4,639
Total Usable Special Support Area Required				20,102		20,102

Source: CGL; July 2016 and updated August 2016.

Code	Component	Staff/ Support Usable SF	Public/ Special Use Usable SF	Peak Visitors	Work- spaces	2016 Staff ¹	2026 Staff ¹	Add Staff ²	Existing SF by Division	Future SF by Division
Education										
1.000	Department	1,617	14,291	300	9	9	9	9	18,596	15,908
	Main Lobby	-	1,063			-	-		1,573	1,063
	Public Meet	-	10,972			-	-		3,396	10,972
	Security Of	598	-			1	1	1		598
	Building Op	-	676			-	-		12,049	676
	Commissio	-	1,580			-	-		1,578	1,580
	Other Agen	1,019	-			8	8	8		1,019
2.000	Executive C	21,723	5,031	114	142	104	142	6	27,278	26,754
	Superinten	1,243	-	10		4	6		1,208	1,243
	Chief Opera	1,154	-	15		6	7		687	1,154
	Chief Finan	3,818	-	25		26	36	2	3,878	3,818
	Auditing Se	1,162	260	4		10	11		1,700	1,422
	Chief Infor	2,387	1,885	25		18	19	4	6,197	4,272
	Chief Infor	2,558	-			16	27		3,724	2,558
	Chief Infor	281	1,950			4	3		3,670	2,231
	Chief Infor	546	156	5		5	6		598	702
	Communica	1,366	650	5		5	14		979	2,016
	Human Res	1,747	130	25		10	13		1,751	1,877
	Shared Sup	5,460	-						2,886	5,460
3.000	Legal Affa	5,628	260	25	30	22	30	2	5,754	5,888
	General Co	3,062	260	10		15	20	2	2,607	3,322
	Procuremen	718	-			4	5		829	718
	Grants	718	-	15		3	5		652	718
	Shared Sup	1,131	-						1,666	1,131
4.000	Innovation	16,939	455	203	123	99	119	11	18,999	17,394
	Deputy Sup	556	-	4		2	2		325	556
	Assessmen	3,678	260	5		30	29	2	5,039	3,938
	Educator E	1,544	-	30		8	18		1,278	1,544
	Research &	3,796	-	4		33	35	5	3,991	3,796
	Personalize	1,086	-	60		7	13		3,545	1,086
	School Tra	1,885	195	100		19	22	4	2,649	2,080
	Shared Sup	4,394	-						2,172	4,394
5.000	Operations	13,962	260	63	98	72	98	15	13,303	14,222
	Deputy Sup	619	-	5		2	3		327	619
	Health & Nu	3,708	-	25		39	52	15	5,195	3,708
	Medicaid S	1,537	260	15		9	13		1,500	1,797
	School Fac	1,958	-	10		8	11		1,919	1,958
	Transporta	2,774	-	8		14	19		2,364	2,774
	Shared Sup	3,367	-						1,998	3,367
6.000	College & C	25,667	260	73	210	161	198	11	21,532	25,927
	Deputy Sup	556	-	5		2	2		342	556

Code	Component	Number of Areas	Space Standard	Staff/Supl NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
1.000 Department Support								
Main Lobby								
1.001	Main Reception Area	1	600		600			entrance, public lobby, seating
1.002	Staff Security Station	1	200		200			workstation, counter for person screening
1.003	Visitor Badging Stations	2	9		18			adjacent to security station
Net Area SF				0	818	Net Area SF		
Circulation 30%				0	245	30% Circulation		
Total Staff/Support Usable SF				0	1,063	Total Public/Special Use Usable SF		
Public Meeting Spaces								
1.004	Public Meeting Room Reception	1	300		300			entry to public meeting room off public lobby, overflow with monitor to observe proceedings
1.005	Public Meeting Room	1	3,000		3,000			board seating for 18, public seating for 100
1.006	Break Room	1	200		200			adjacent to public meeting room
1.007	Board Meeting Room	1	450		450			seating for 18
1.008	Interview Rooms	7	120		840			off lobby for meetings between staff & public visitors
1.009	Classroom Reception	1	300		300			off lobby, entrance to classroom
1.010	Classroom EE&LD	1	1,500		1,500			60 persons, dividable, AV equipped, near main entrance
1.011	Training/Computer Lab	2	625		1,250			with 25 computer workstations, AV equipped
1.012	Storage Room	3	200		600			1 for public meeting room, 1 for each classroom
Net Area SF				0	8,440	Net Area SF		
Circulation 30%				0	2,532	30% Circulation		
Total Staff/Support Usable SF				0	10,972	Total Public/Special Use Usable SF		
Security Office								
Adjacent to Legal								
1.008	Security Manager	1	120	120		SO	1	office for contract staff
1.009	Break Room	1	140	140				counter, sink, cabinets, refrigerator, microwave, table & chairs
1.010	Work Room	1	200	200				table, lockers
Net Area SF				460	0	Net Area SF		
Circulation 30%				138	0	30% Circulation		
Total Staff/Support Usable SF				598	0	Total Public/Special Use Usable SF		
Building Operations								
1.011	Loading/Receiving	1	120		120			adjacent to loading dock
1.012	General Building Storage	1	400		400			adjacent to loading/receiving
Net Area SF				0	520	Net Area SF		
Circulation 30%				0	156	30% Circulation		
Total Staff/Support Usable SF				0	676	Total Public/Special Use Usable SF		
Commission for the Blind								
1.013	Cafeteria	1	900		900			vending, table & chairs
1.014	Kitchen	1	165		165			adjacent to cafeteria
1.014	Storage Room	1	150		150			supply storage
Net Area SF				0	1,215	Net Area SF		
Circulation 30%				0	365	30% Circulation		
Total Staff/Support Usable SF				0	1,580	Total Public/Special Use Usable SF		
Other Agencies								
1.015	Work Suite	8	48	384		WS	8	space for other agencies (SCTAP, Federal, etc.)
1.016	Storage Room	2	200	400				file & supply storage
Net Area SF				784	0	Net Area SF		
Circulation 30%				235	0	30% Circulation		
Total Staff/Support Usable SF				1,019	0	Total Public/Special Use Usable SF		
Component Total Staff/Support Usable SF				1,617	14,291	Component Total Public/Special Use Usable SF		
Usable SF/Employee (# Workspaces)								
Rentable 16%				259	2,287	Rentable		
Total Rentable Staff/Support SF				1,676	16,577	Total Rentable Public/Special Use SF		
Rentable SF/Employee (# Workspaces)								
Total Rentable Area SF				18,453				

	Current Staff	Future Staff	Diff
Department Support			
Main Lobby			
Public Meeting Spaces			
Security Office	1	1	
Building Operations			
Commission for the Blind			
Other Agencies	8	8	
Total:	9	9	0

Existing
DGSF
2,036
5,855 Parklane classroom

2,000
1,339

11,230

P1

Program Spaces	No.	%
Offices	1	11%
Workstations	8	89%
Total Workspaces:	9	1

Current Spaces	No.	%
Offices	0	0%
Workstations	1	100%
Total Workspaces:	1	1

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
2.000 Executive Offices								
Superintendent								
2.001	State Superintendent	3	180	540		EO	3	desk, 2 side chairs, credenza, & meeting table with 4 chairs; conference room adjacent
2.002	Special Assistant	1	120	120		SO	1	desk, 2 side chairs, & credenza
2.003	Admin Coordinator	2	48	96		WS	2	desk, lockable storage; 1 adjacent to reception
2.004	Reception	1	200	200				seating for 6 persons; adjacent to reception special assistant
Net Area SF				956	0	Net Area SF		
Circulation 30%				287	0	30% Circulation		
Total Staff/Support Usable SF				1,243	0	Total Public/Special Use Usable SF		
Chief Operating Office		ok	Note: new DTAO division: Audit, CIO, CISD, ORDA					
2.005	Chief of Staff & COO	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 6 chairs
2.006	Chief Strategy Officer	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 6 chairs
2.007	Program Assistants	4	120	480		SO	4	desk, 2 side chairs, & credenza
2.008	Admin Coordinator	1	48	48		WS	1	desk, lockable storage
Net Area SF				888	0	Net Area SF		
Circulation 30%				266	0	30% Circulation		
Total Staff/Support Usable SF				1,154	0	Total Public/Special Use Usable SF		
Chief Financial Office								Adjacent to Procurement & Human Resources
2.009	Chief Financial Officer	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
2.010	Admin Coordinator	1	48	48		WS	1	desk, lockable storage
2.011	Director of Finance	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
2.012	Grants Accounting Manager	1	120	120		SO	1	desk, 2 side chairs, & credenza
2.013	Fiscal Analyst III	5	48	240		WS	5	desk, lockable storage
2.014	Fiscal Analyst II	2	48	96		WS	2	desk, lockable storage
2.015	Fiscal Technician II	0	48	0		WS	0	desk, lockable storage
2.016	Financial Services Manager	1	120	120		SO	1	desk, 2 side chairs, & credenza
2.017	Fiscal Analyst III	5	48	240		WS	5	desk, lockable storage
2.018	Fiscal Analyst II	2	48	96		WS	2	desk, lockable storage
2.019	Fiscal Accounting Manager	1	120	120		SO	1	desk, 2 side chairs, & credenza
2.020	AP Fiscal Analyst II	2	48	96		WS	2	desk, lockable storage
2.021	AP Fiscal Analyst I	5	48	240		WS	5	desk, lockable storage
2.022	Fiscal Technician II	1	48	48		WS	1	desk, lockable storage
2.023	AR Fiscal Analyst II	1	48	48		WS	1	desk, lockable storage
2.024	AR Fiscal Analyst I	2	48	96		WS	2	desk, lockable storage
2.025	AR Fiscal Tech I	2	48	96		WS	2	desk, lockable storage
2.026	Budget Manager	1	120	120		SO	1	desk, 2 side chairs, & credenza
2.027	Temps/Contractors	1	48	48		WS	1	desk, lockable storage
2.028	Instructional Materials	1	25	25		SW	1	hotel space for visiting staff
2.029	Reception	1	60	60				seating for 4 persons; adjacent to Admin Coordinator
2.030	File Storage	1	450	450				50 lockable cabinets
2.031	Safe	1	50	50				secure room
2.032	Auditor/Work Room	1	120	120				table with chairs
Net Area SF				2,937	0	Net Area SF		
Circulation 30%				881	0	30% Circulation		
Total Staff/Support Usable SF				3,818	0	Total Public/Special Use Usable SF		
Auditing Services								

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
2.033	Director of Auditing Services	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
2.034	Admin Assistant	1	48	48		WS	1	desk, lockable storage; 1 adjacent to reception
2.035	Audits Manager, Single Audit	2	120	240		SO	2	desk, 2 side chairs, & credenza
2.036	Auditor III, Single Audit	1	48	48		WS	1	desk, lockable storage
2.037	Auditor IV, Internal Audit	2	48	96		WS	2	desk, lockable storage
2.038	Auditor III, Transportation	1	48	48		WS	1	desk, lockable storage
2.039	Auditor IV State Audit/Fiscal Practices	3	48	144		WS	3	desk, lockable storage
2.040	Active File Storage	1	90	90				10 lockable cabinets
2.041	Inactive File Storage	1	200		200			secure storage
Net Area SF				894	200	Net Area SF		
Circulation 30%				268	60	30% Circulation		
Total Staff/Support Usable SF				1,162	260	Total Public/Special Use Usable SF		
Chief Information Office - Main & Technology Support Services								
2.042	Chief Information Officer	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
2.043	Admin Specialist	1	48	48		WS	1	desk, lockable storage; 1 adjacent to reception
2.044	Total Quality Management District Support	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
2.045	Director Technology Support Services	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
2.046	Telecommunication Coordinator	1	48	48		WS	1	desk, lockable storage
2.047	Technology Trainer	2	120	240		SO	2	desk, 2 side chairs, & credenza, near training lab
2.048	Network Services Team Leader	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
2.049	Network Engineer	6	48	288		WS	6	desk, lockable storage
2.050	Support Services Team Leader	1	120	120		SO	1	desk, 2 side chairs, & credenza
2.051	ITC II	2	48	96		WS	2	desk, lockable storage
2.052	ISC III	2	48	96		WS	2	desk, lockable storage
2.053	Temps/Contractors	0	48	0		WS	0	desk, lockable storage
2.054	Reception	1	60	60				seating for 4 persons; adjacent to Admin Coordinator
2.055	Storage/Work Room	1	120	120				shelving for supplies, work table
2.056	Service Counter	1	50		50			counter to check-out equipment
2.057	Training/Computer Lab							under Department Support
2.058	Server Room				0			
2.059	Technology/Equipment Storage	1	500		500			secure storage
2.060	Equipment Staging/Work Room	1	300		300			
Net Area SF				1,836	850	Net Area SF		
Circulation 30%				551	255	30% Circulation		
Total Staff/Support Usable SF				2,387	1,105	Total Public/Special Use Usable SF		
Chief Information Office - Project & Application Management								
2.061	Director of Project & Application Management and Project Mgmt Lead	2	180	360		EO	2	desk, 2 side chairs, credenza, & meeting table with 4 chairs
2.062	Project Manager	4	120	480		SO	4	desk, 2 side chairs, & credenza
2.063	Vendor & Licensing	0	48	0		WS	0	desk, lockable storage
2.064	Data Architect	1	48	48		WS	1	desk, lockable storage
2.065	Application Programmer	14	48	672		WS	14	desk, lockable storage
2.066	Programmer/Web Developer	4	48	192		WS	4	desk, lockable storage
2.067	Business Analyst	2	48	96		WS	2	desk, lockable storage
2.068	Storage/Work Room	1	120	120				shelving for supplies, work table
Net Area SF				1,968	0	Net Area SF		

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
Circulation		30%		590	0	30%	Circulation	
Total Staff/Support Usable SF				2,558	0	Total Public/Special Use Usable SF		
Chief Information Office - Print & Mail				Adjacent to Loading Dock				
2.069	Print & Mail Services Team Leader	1	120	120		SO	1	desk, 2 side chairs, & credenza
2.070	Print & Mail Specialist	2	48	96		WS	2	desk, lockable storage
2.071	Mail Receiving/Sorting	1	500		500			tables, cubbies for sorting, public counter
2.072	Print Shop	1	500		500			large copier, work tables, public counter
2.073	Storage	1	500		500			high density storage
Net Area SF				216	1,500	Net Area SF		
Circulation		30%		65	450	30%	Circulation	
Total Staff/Support Usable SF				281	1,950	Total Public/Special Use Usable SF		
Chief Information Security Officer				Adjacent to Main Lobby				
2.074	Chief Information Security Officer	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
2.075	Records Liaison	1	48	48		WS	1	desk, lockable storage
2.076	Data Governance	1	48	48		WS	1	desk, lockable storage
2.077	Security Analyst	3	48	144		WS	3	desk, lockable storage
2.078	Employee ID Badging Station	1	120		120			badge system with HD camera, near CISO
Net Area SF				420	120	Net Area SF		
Circulation		30%		126	36	30%	Circulation	
Total Staff/Support Usable SF				546	156	Total Public/Special Use Usable SF		
Communications & Governmental Affairs				Note: this office split; Govt Affairs is in Legal Division; Communications in Supt's Office				
2.079	Director	2	180	360		EO	2	desk, 2 side chairs, credenza, & meeting table with 4 chairs
2.080	Admin Assistant	1	48	48		WS	1	desk, lockable storage
2.081	Ombudsman	1	120	120		SO	1	desk, 2 side chairs, & credenza
2.082	Attorney I	1	120	120		SO	1	desk, 2 side chairs, & credenza
2.083	Program Coordinator	3	48	144		WS	3	desk, lockable storage
2.084	Education Associate	1	48	48		WS	1	desk, lockable storage
NEW	Up to 3 interns	3	25	75		SW	3	desk
2.085	Switchboard Operator	2	48	96		WS	2	shared private area for 2 phone operators
2.086	Storage	1	40	40				
2.087	Video Production Room	2	250		500			one w/ office setting, one with green background
Net Area SF				1,051	500	Net Area SF		
Circulation		30%		315	150	30%	Circulation	
Total Staff/Support Usable SF				1,366	650	Total Public/Special Use Usable SF		
Human Resources				Note: Office reports to Superintendent.				
				Adjacent to Chief Financial Office				
2.088	Human Resources Director II	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
2.089	Admin Assistant	1	48	48		WS	1	desk, lockable storage
2.090	Human Resources Director I Employee Relations	1	120	120		SO	1	desk, 2 side chairs, & credenza
2.091	Benefits Manager	1	120	120		SO	1	desk, 2 side chairs, & credenza
2.092	Human Resources Specialist	2	48	96		WS	2	desk, lockable storage
2.093	Human Resources Manager II Operations	1	120	120		SO	1	desk, 2 side chairs, & credenza
2.094	Human Resources Specialist	3	48	144		WS	3	desk, lockable storage
2.095	Accountant/Fiscal Analyst III Payroll	2	48	96		WS	2	desk, lockable storage
2.096	Accountant/Fiscal Analyst III	1	120	120		SO	1	Head of Payroll, desk, 2 side chairs, & credenza
2.097	Active File Storage	1	180	180				20 lockable cabinets
2.098	Inactive File Storage	1	100		100			box storage
2.099	Storage/Work Room	1	120	120				
Net Area SF				1,344	100	Net Area SF		

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
Circulation		30%		403	30	30%	Circulation	
Total Staff/Support Usable SF				1,747	130	Total Public/Special Use Usable SF		
Shared Support								
2.100	Break Room	3	200	600				counter, sink, cabinets, refrigerator, microwave, table & chairs
2.101	Copy/Print/Supply	3	200	600				copier/scanner, supplies
2.102	Conference Room - Large	2	350	700				10-15 persons, AV equipped, near Superintendent
2.103	Conference Room - Medium	5	250	1,250				8-10 persons, AV equipped
2.104	Conference Room - Small	5	120	600				6 persons, AV equipped
2.105	Focus/Privacy Room	9	50	450				
Net Area SF				4,200	0	Net Area SF		
Circulation		30%		1,260	0	30%	Circulation	
Total Staff/Support Usable SF				5,460	0	Total Public/Special Use Usable SF		
Component Total Staff/Support Usable SF				21,723	4,251	Component Total Public/Special Use Usable SF		
Usable SF/Employee (# Workspaces)				152.98				
Rentable 16%				3,476	680	Rentable		
Total Rentable Staff/Support SF				25,199	4,931	Total Rentable Public/Special Use SF		
Rentable SF/Employee (# Workspaces)				177.46				
Total Rentable Area SF				30,130				

	Current Staff	Future Staff	Diff
Executive Offices			
Superintendent	4	6	2
Chief Operating Office	6	7	1
Chief Financial Office	26	36	10
Auditing Services	10	11	1
Chief Information Office - Main & Technology Support Services	18	19	1
Chief Information Office - Project & Application Management	16	27	11
Chief Information Office - Print & Mail	4	3	(1)
Chief Information Security Officer	5	6	1
Communications & Governmental Affairs	5	14	9
Human Resources	10	13	3
Shared Support			
Total:	104	142	38

Existing
DGSF
861
1,004
6206
1,889
6,204
3,657
2,184
579
1,391
1772
1486
27,233

Program Spaces	No.	%
Offices:	43	30%
Workstations:	99	70%
Total Workspaces:	142	1

Current Spaces	No.	%
Offices	83	71%
Workstations	34	29%
Total Workspaces:	117	1

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
3.000 Legal Affairs								
General Counsel		Note: Governmental Affairs now in this division				Adjacent to Governmental Affairs and Superintendent		
3.001	Deputy Superintendent	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
3.002	Attorneys	6	120	720		SO	6	desk, 2 side chairs, & credenza
3.003	Investigators	3	120	360		SO	3	desk, 2 side chairs, & credenza
3.004	Paralegals	3	48	144		WS	3	desk, lockable storage
3.005	Admin Assistant	2	48	96		WS	2	desk, lockable storage; 1 adjacent to reception
3.006	Law Clerks/Extern	3	25	75		SW	3	desk, lockable storage
3.007	State Board	2	25	50		SW	2	hotel space for board members
3.008	Reception	1	200	200				seating for 6 persons; adjacent to reception workstation
3.009	Active File Storage	1	270	270				30 lockable cabinets
3.010	Inactive File Storage	1	200		200			secure file storage
3.011	State Board Storage	1	140	140				secure storage
3.012	Storage/Work Room	1	120	120				shelving for supplies, work table
	State Board Hearing Room							under Department Support
Net Area SF				2,355	200	Net Area SF		
Circulation				30%	707	60	30%	Circulation
Total Staff/Support Usable SF				3,062	260	Total Public/Special Use Usable SF		
Procurement		ok				Adjacent to Chief Financial Office		
3.013	Procurement Director	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
3.014	Procurement Manager	2	120	240		SO	2	desk, 2 side chairs, & credenza
3.014	Procurement Specialists	2	48	96		WS	2	desk, lockable storage
3.015	File Storage	1	36	36				4 lockable cabinets
Net Area SF				552	0	Net Area SF		
Circulation				30%	166	0	30%	Circulation
Total Staff/Support Usable SF				718	0	Total Public/Special Use Usable SF		
Grants								
3.016	Grants Manager	1	180	180		SO	1	desk, 2 side chairs, & credenza
3.017	Grants Coordinator	2	120	240		SO	2	desk, lockable storage
3.017	Project Coordinator	2	48	96		WS	2	desk, lockable storage
3.018	File Storage	1	36	36				4 lockable cabinets
Net Area SF				552	0	Net Area SF		
Circulation				30%	166	0	30%	Circulation
Total Staff/Support Usable SF				718	0	Total Public/Special Use Usable SF		
Shared Support								
3.019	Break Room	1	200	200				counter, sink, cabinets, refrigerator, microwave, table & chairs
3.020	Copy/Print/Supply	1	200	200				copier/scanner, supplies
3.021	Conference Room - Medium	1	250	250				8-10 persons, AV equipped
3.022	Conference Room - Small	1	120	120				6 persons, AV equipped
3.023	Focus/Privacy Room	2	50	100				
Net Area SF				870	0	Net Area SF		
Circulation				30%	261	0	30%	Circulation
Total Staff/Support Usable SF				1,131	0	Total Public/Special Use Usable SF		
Component Total Staff/Support Usable SF				5,628	260	Component Total Public/Special Use Usable SF		
Usable SF/Employee (# Workspaces)				188				
Rentable				16%	900	42	Rentable	
Total Rentable Staff/Support SF				6,528	302	Total Rentable Public/Special Use SF		
Rentable SF/Employee (# Workspaces)				218				
Total Rentable Area SF				6,830				

	Current Staff	Future Staff	Diff
Legal Affairs			
General Counsel	15	20	5
Procurement	4	5	1
Grants	3	5	2
Shared Support			
Total:	22	30	8

Existing
DGSF
3,149
793
595
266
4,803

Program Spaces	No.	%
Offices:	16	53%
Workstations:	14	47%
Total Workspaces:	30	1

Current Spaces	No.	%
Offices	19	95%
Workstations	1	5%
Total Workspaces:	20	1

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
4.000 Innovation & Effectiveness		Note: Federal Programs, Accountability & Improvement - Assessment, OF&SA, OST, OSES						
Deputy Superintendent								
4.001	Deputy Superintendent	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
4.002	Admin Assistant	1	48	48		WS	1	desk, lockable storage; adjacent to reception
4.003	Reception	1	200	200				seating for 6 persons; adjacent to reception workstation
Net Area SF				428	0	Net Area SF		
Circulation 30%				128	0	30% Circulation		
Total Staff/Support Usable SF				556	0	Total Public/Special Use Usable SF		
Assessment								
Adjacent to Research & Data Analysis								
4.004	Director of Assessment	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
4.005	Admin Assistant	1	48	48		WS	1	desk, lockable storage
4.006	Admin Specialist	1	48	48		WS	1	desk, lockable storage
4.007	Test Development	1	120	120		SO	1	desk, 2 side chairs, & credenza
4.008	Education Associate	6	48	288		WS	6	desk, lockable storage
4.009	Psychometric & Data Analysis	1	120	120		SO	1	desk, 2 side chairs, & credenza
4.010	Education Associate	1	48	48		WS	1	desk, lockable storage
4.011	Program Coordinator	2	48	96		WS	2	desk, lockable storage
4.012	Test Administration	2	120	240		SO	2	desk, 2 side chairs, & credenza
4.013	Education Associate	6	48	288		WS	6	desk, lockable storage
4.014	Program Coordinator	3	48	144		WS	3	desk, lockable storage
4.015	Student with Disabilities	1	120	120		SO	1	desk, 2 side chairs, & credenza
4.016	Education Associate	2	48	96		WS	2	desk, lockable storage
4.017	Education Associate Test Security	1	48	48		WS	1	desk, lockable storage
4.018	Temporary	0	48	0		WS	0	desk, lockable storage
4.019	Active File Storage	1	495	495				55 lockable cabinets
4.020	Active Secure Storage	1	250	250				secure storage
4.021	Inactive File Storage	1	200		200			secure storage
4.022	Storage/Copy	1	80	80				shelving, copier
4.023	Work Room	1	120	120				work table 6 chairs
Net Area SF				2,829	200	Net Area SF		
Circulation 30%				849	60	30% Circulation		
Total Staff/Support Usable SF				3,678	260	Total Public/Special Use Usable SF		
Educator Effectiveness & Leadership								
Adjacent to School Leadership & Educator Services								
4.024	Director of Educator Effectiveness	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
4.025	Admin Assistant	1	48	48		WS	1	desk, lockable storage
4.026	Team Leader, Education Associate	1	120	120		SO	1	desk, 2 side chairs, & credenza
4.027	Education Associate	15	48	720		WS	15	desk, lockable storage
4.028	Storage/Work Room	1	120	120				shelving for supplies, work table
Net Area SF				1,188	0	Net Area SF		
Circulation 30%				356	0	30% Circulation		
Total Staff/Support Usable SF				1,544	0	Total Public/Special Use Usable SF		
Research & Data Analysis								
Adjacent to Director & Assessment, Separate Suite for Personal Identifiable Information								
4.029	Director Office of Research & Data Analysis	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
4.030	Admin Assistant	1	48	48		WS	1	desk, lockable storage
4.031	Project Manager	1	120	120		SO	1	desk, 2 side chairs, & credenza
4.032	Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
4.033	Education Associate III	1	48	48		WS	1	desk, lockable storage
4.034	Education Associate II	4	48	192		WS	4	desk, lockable storage

[illegible]

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
4.070	Break Room	2	200	400				counter, sink, cabinets, refrigerator, microwave, table & chairs
4.071	Copy/Print/Supply	2	200	400				copier/scanner, supplies
4.072	Conference Room - Large	2	350	700				table with 15 chairs, AV equipped, near Superintendent
4.073	Conference Room - Medium	4	250	1,000				table with 10 chairs, AV equipped
4.074	Conference Room - Small	4	120	480				6 persons, AV equipped
4.075	Focus/Privacy Room	8	50	400				
Net Area SF				3,380	0	Net Area SF		
Circulation 30%				1,014	0	30% Circulation		
Total Staff/Support Usable SF				4,394	0	Total Public/Special Use Usable SF		
Component Total Staff/Support Usable SF				16,939	455	Component Total Public/Special Use Usable SF		
Usable SF/Employee (# Workspaces)				138				
Rentable 16%				2,710	73	Rentable		
Total Rentable Staff/Support SF				19,649	528	Total Rentable Public/Special Use SF		
Rentable SF/Employee (# Workspaces)				160				
Total Rentable Area SF				20,177				

	Current Staff	Future Staff	Diff
Innovation & Effectiveness			
Deputy Superintendent	2	2	0
Assessment	30	29	(1)
Educator Effectiveness & Leadership	8	18	10
Research & Data Analysis	33	35	2
Personalized Learning	7	13	6
School Transformation	19	22	3
Shared Support			
Total:	99	119	20

Existing
DGSF
331
4,357
1,292
4,206 Floors 3,4,11, 1/2 room on 12
980 Parklane
2,392
772
14,330

Program Spaces	No.	%
Offices:	18	15%
Workstations:	105	85%
Total Workspaces:	123	1

Current Spaces	No.	%
Offices	67	78%
Workstations	19	22%
Total Workspaces:	86	1

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
5.000 Operations & Support								
Deputy Superintendent		ok			Adjacent to Transportation			
5.001	Deputy Superintendent	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
5.002	Admin Assistant	2	48	96		WS	2	desk, lockable storage; adjacent to reception
5.003	Reception	1	200	200				seating for 6 persons; adjacent to reception workstation
Net Area SF				476	0	Net Area SF		
Circulation 30%				143	0	30% Circulation		
Total Staff/Support Usable SF				619	0	Total Public/Special Use Usable SF		
Health & Nutrition		ok			Adjacent to Chief Financial Office/Grants Accounting			
5.004	Director of Health & Nutrition	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
5.005	Admin Assistant	1	48	48		WS	1	desk, lockable storage
5.006	School Nurse Consultant	1	48	48		WS	1	desk, lockable storage
5.007	Education Associate	1	48	48		WS	1	desk, lockable storage
5.008	Interim Special Projects	1	120	120		SO	1	desk, 2 side chairs, & credenza
5.009	Admin Assistant	1	48	48		WS	1	desk, lockable storage
5.010	Program Assistant	6	48	288		WS	6	desk, lockable storage
5.011	Program Coordinator	4	48	192		WS	4	desk, lockable storage
5.012	Interim Districts Services	1	120	120		SO	1	desk, 2 side chairs, & credenza
5.013	Admin Assistant	1	48	48		WS	1	desk, lockable storage
5.014	Education Associate	14	48	672		WS	14	desk, lockable storage
5.015	Purchasing & Distribution	1	120	120		SO	1	desk, 2 side chairs, & credenza
5.016	Education Associate	1	48	48		WS	1	desk, lockable storage
5.017	Program Assistant	4	48	192		WS	4	desk, lockable storage
5.018	Temp/Intern Touchdown	14	25	350		SW	14	desk, lockable storage
5.019	File Storage	1	90	90				10 lockable cabinets
5.020	Storage/Work Room	2	120	240				shelving for supplies, work table
Net Area SF				2,852	0	Net Area SF		
Circulation 30%				856	0	30% Circulation		
Total Staff/Support Usable SF				3,708	0	Total Public/Special Use Usable SF		
Medicaid Services		Adjacent to Special Education Services; Separate Suite for Personal Identifiable Information						
5.021	Director Medicaid Services	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
5.022	Admin Assistant	1	48	48		WS	1	desk, lockable storage
5.023	Team Lead fiscal managers	3	120	360		SO	3	desk, 2 side chairs, & credenza
5.024	Education Associate	4	48	192		WS	4	desk, lockable storage
5.025	Fiscal Technician	1	48	48		WS	1	desk, lockable storage
5.026	Program Coordinator	3	48	144		WS	3	desk, lockable storage
5.027	Active File Storage	1	90	90				10 lockable cabinets
5.028	Inactive File Storage	1	200		200			secure storage
5.029	Storage/Work Room	1	120	120				shelving for supplies, work table
Net Area SF				1,182	200	Net Area SF		
Circulation 30%				355	60	30% Circulation		
Total Staff/Support Usable SF				1,537	260	Total Public/Special Use Usable SF		
School Facilities		Adjacent to Main Lobby & Transportation						
5.030	Director of School Facilities	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
5.031	Administrative/Clerical	2	48	96		WS	2	desk, lockable storage
5.032	Engineer/Engineer Associate	8	120	960		SO	8	desk, plan review area
5.033	Active Storage	1	150	150				
5.034	Storage/Work Room	1	120	120				shelving for supplies, work table

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
Net Area SF				1,506	0	Net Area SF		
Circulation 30%				452	0	30%	Circulation	
Total Staff/Support Usable SF				1,958	0	Total Public/Special Use Usable SF		
Transportation								
Adjacent to School Facilities								
5.030	Director of Transportation	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
5.031	Admin Assistant	1	48	48		WS	1	desk, lockable storage
5.032	Assistant Director Business Services	1	120	120		SO	1	desk, 2 side chairs, & credenza
5.033	Fiscal Technician	1	48	48		WS	1	desk, lockable storage
5.034	Assistant Director Maintenance & Training	1	120	120		SO	1	desk, 2 side chairs, & credenza
5.035	Director Safety & Information	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
5.036	Admin Specialist	1	48	48		WS	1	desk, lockable storage
5.037	School Bus Safety Coordinator	3	48	144		WS	3	desk, lockable storage
5.038	Routing Coordinator	1	120	120		SO	1	desk, 2 side chairs, & credenza
5.039	Applications Analyst	1	120	120		SO	1	desk, 2 side chairs, & credenza
5.040	Applications Analyst & 3 routing assts	4	48	192		WS	4	desk, lockable storage
5.041	Program Assistant	3	48	144		WS	3	desk, lockable storage
5.042	Active Storage	1	300	300				secure storage
5.043	Equipment Storage	1	250	250				equipment storage
5.044	Storage/Work Room	1	120	120				shelving for supplies, work table
Net Area SF				2,134	0	Net Area SF		
Circulation 30%				640	0	30%	Circulation	
Total Staff/Support Usable SF				2,774	0	Total Public/Special Use Usable SF		
Shared Support								
5.045	Break Room	2	200	400				counter, sink, cabinets, refrigerator, microwave, table & chairs
5.046	Copy/Print/Supply	2	200	400				copier/scanner, supplies
5.047	Conference Room - Large	2	350	700				table with 15 chairs, AV equipped, near Superintendent
5.048	Conference Room - Medium	2	250	500				table with 10 chairs, AV equipped
5.049	Conference Room - Small	2	120	240				6 persons, AV equipped
5.050	Focus/Privacy Room	7	50	350				
Net Area SF				2,590	0	Net Area SF		
Circulation 30%				777	0	30%	Circulation	
Total Staff/Support Usable SF				3,367	0	Total Public/Special Use Usable SF		
Component Total Staff/Support Usable SF				13,962	260	Component Total Public/Special Use Usable SF		
Usable SF/Employee (# Workspaces)				142				
Rentable 16%				2,234	42	Rentable		
Total Rentable Staff/Support SF				16,196	302	Total Rentable Public/Special Use SF		
Rentable SF/Employee (# Workspaces)				165				
Total Rentable Area SF				16,498				

	Current Staff	Future Staff	Diff
Operations & Support			
Deputy Superintendent	2	3	1
Health & Nutrition	39	52	13
Medicaid Services	9	13	4
School Facilities	8	11	3
Transportation	14	19	5
Shared Support			
Total:	72	98	26

Existing
DGSF
332
5,647
1,224
1,228
2,371
598
11,400

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								

Program Spaces	No.	%
Offices:	24	24%
Workstations:	74	76%
Total Workspaces:	98	1

Current Spaces	No.	%
Offices:	48	84%
Workstations:	9	16%
Total Workspaces:	57	1

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
6.000 College & Career Readiness								
Deputy Superintendent								
6.001	Deputy Superintendent	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
6.002	Admin Assistant	1	48	48		WS	1	desk, lockable storage; adjacent to reception
6.003	Reception	1	200	200				seating for 6 persons; adjacent to reception workstation
Net Area SF				428	0	Net Area SF		
Circulation 30%				128	0	30% Circulation		
Total Staff/Support Usable SF				556	0	Total Public/Special Use Usable SF		
Career & Technology Education Adjacent to Adult Education								
6.004	Director of Career & Technology Education	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
6.005	Admin Support	3	48	144		WS	3	desk, lockable storage
6.006	Program Support Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.007	Education Associate	10	48	480		WS	10	desk, lockable storage
6.008	Administration Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.009	Education Associate	9	48	432		WS	9	desk, lockable storage
6.010	Temp/Field	2	25	50		SW	2	desk, lockable storage
6.011	Active File Storage	1	180	180				20 lockable cabinets
6.012	Storage/Work Room	1	120	120				shelving for supplies, work table
Net Area SF				1,826	0	Net Area SF		
Circulation 30%				548	0	30% Circulation		
Total Staff/Support Usable SF				2,374	0	Total Public/Special Use Usable SF		
Early Learning & Literacy								
6.013	Director of Early Learning & Literacy	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
6.014	Admin Assistant	1	48	48		WS	1	desk, lockable storage
6.015	Field Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.016	Early Learning Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.017	Education Associate	2	48	96		WS	2	desk, lockable storage
6.018	CDEP Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.019	Education Associate	2	48	96		WS	2	desk, lockable storage
6.020	R2S Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.021	Education Associate	6	48	288		WS	6	desk, lockable storage
6.022	CDEP Education Associate	4	48	192		WS	4	desk, lockable storage
6.023	Future Addition Workstation	5	48	240		WS	5	desk, lockable storage
6.024	Active File Storage	1	108	108				12 lockable cabinets
6.025	Storage/Work Room	1	120	120				shelving for supplies, work table
Net Area SF				1,848	0	Net Area SF		
Circulation 30%				554	0	30% Circulation		
Total Staff/Support Usable SF				2,402	0	Total Public/Special Use Usable SF		
Virtual Education Require 24/7 Access, Separate Suite for Personal Identifiable Information								
6.026	Director of Virtual Education	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
6.027	Administrative/Clerical	2	48	96		WS	2	desk, lockable storage
6.028	Instructional Team Leader	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.029	Instructional Coach	3	48	144		WS	3	desk, lockable storage
6.030	Middle School	4	48	192		WS	4	desk, lockable storage
6.031	Certified Teacher	8	25	200		SW	8	desk, lockable storage
6.032	Curriculum Team Leader	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.033	Curriculum Coordinator I	2	48	96		WS	2	desk, lockable storage

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
6.034	Instructional Designer	5	48	240		WS	5	desk, lockable storage
6.035	Special Projects Coordinator	2	48	96		WS	2	desk, lockable storage
6.036	Media Development	3	48	144		WS	3	desk, lockable storage
6.037	Student Services Manager	1	120	120		SO	1	desk, 2 side chairs, & credenza; team handles phone calls
6.038	Student Services Coordinator I	12	48	576		WS	12	desk, lockable storage
6.039	Franchise Coordinator	2	48	96		WS	2	desk, lockable storage
6.040	Professional Development Team Leader	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.041	Instructor/Training Coordinator	3	48	144		WS	3	desk, lockable storage
6.042	Admin Specialist II	2	48	96		WS	2	desk, lockable storage
6.043	School Counselor	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.044	Teacher Coordinator	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.045	Research & Planning Administrator	1	48	48		WS	1	desk, lockable storage
6.046	Temp/Field	3	25	75		SW	3	desk, lockable storage, part of Student Services
6.047	Secure Storage	1	200	200				secure storage
6.048	Storage/Work Room	2	120	240				shelving for supplies, work table
	Classroom/Computer Lab							30 persons, AV equipped, near main entrance, under Department Support
Net Area SF				3,583	0	Net Area SF		
Circulation 30%				1,075	0	30% Circulation		
Total Staff/Support Usable SF				4,658	0	Total Public/Special Use Usable SF		
Special Education Services		Adjacent to General Counsel & Medicaid Services; Separate Suite for Personal Identifiable Information; new div						
6.049	Director of Special Education Services	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
6.050	Admin Assistant	1	48	48		WS	1	desk, lockable storage
6.051	Program Assistant	1	48	48		WS	1	desk, lockable storage
6.052	Finance & Data Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.053	Date Manager	2	48	96		WS	2	desk, lockable storage
6.054	Fiscal Monitor	2	48	96		WS	2	desk, lockable storage
6.055	Federal Awards	1	48	48		WS	1	desk, lockable storage
6.056	Admin Specialist	1	48	48		WS	1	desk, lockable storage
6.057	Oversight & Assistance Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.058	Compliance Monitor	4	48	192		WS	4	desk, lockable storage
6.059	Ombudsman	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.060	Tech Assistance	3	48	144		WS	3	desk, lockable storage
6.061	School Psychology	1	48	48		WS	1	desk, lockable storage
6.062	Speech Pathologist	1	48	48		WS	1	desk, lockable storage
6.063	Admin Assistant	1	48	48		WS	1	desk, lockable storage
6.064	Programs & Initiatives Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.065	Assistive Technology	3	48	144		WS	3	desk, lockable storage
6.066	Preschool/IDEA 619	1	48	48		WS	1	desk, lockable storage
6.067	SSIP/Special Props	2	48	96		WS	2	desk, lockable storage
6.068	Emotional/Behavior	1	48	48		WS	1	desk, lockable storage
6.069	Reading	1	48	48		WS	1	desk, lockable storage
6.070	Intellectual/SC-ALT	1	48	48		WS	1	desk, lockable storage
6.071	SC CREATE Project	1	48	48		WS	1	desk, lockable storage
6.072	Deaf & Hard of Hearing Consult	1	48	48		WS	1	desk, lockable storage
6.073	Vision Impairment Consult	1	48	48		WS	1	desk, lockable storage
6.074	SC Gateways Project	1	48	48		WS	1	desk, lockable storage
6.075	Admin Specialist	1	48	48		WS	1	desk, lockable storage
6.076	IT Specialists III/Temp	4	48	192		WS	4	desk, lockable storage

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
6.077	Current Addition Office	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.078	Current Addition Workstation	9	48	432		WS	9	desk, lockable storage
6.079	Future Addition Office	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.080	Future Addition Workstation	5	48	240		WS	5	desk, lockable storage
6.081	Active File Storage	1	135	135				15 lockable cabinets
6.082	Storage/Work Room	2	120	240				shelving for supplies, work table
Net Area SF				3,675	0	Net Area SF		
Circulation 30%				1,103	0	30% Circulation		
Total Staff/Support Usable SF				4,778	0	Total Public/Special Use Usable SF		
Standards & Learning ok								
6.083	Director of Standards & Learning	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
6.084	Admin Assistant	2	48	96		WS	2	desk, lockable storage
6.085	Team Leader	2	120	240		SO	2	desk, 2 side chairs, & credenza
6.086	Math	2	48	96		WS	2	desk, lockable storage
6.087	ELA	2	48	96		WS	2	desk, lockable storage
6.088	World Language	1	48	48		WS	1	desk, lockable storage
6.089	Visual & Performing Arts	1	48	48		WS	1	desk, lockable storage
6.090	MSP Program Coordinator	1	48	48		WS	1	desk, lockable storage
6.091	IB/AP/GT	1	48	48		WS	1	desk, lockable storage
6.092	Social Studies	2	48	96		WS	2	desk, lockable storage
6.093	Science	2	48	96		WS	2	desk, lockable storage
6.094	PE and Health	1	48	48		WS	1	desk, lockable storage
6.095	Future Addition Office	1	120	120		SO	1	desk, 2 side chairs, & credenza
6.096	Future Addition Workstation	9	48	432		WS	9	desk, lockable storage
6.097	Active File Storage	1	135	135				15 lockable cabinets
6.098	Inactive Storage	1	200		200			secure storage
NEW	Pers Learning Director	1	180	180		EO		
NEW	Pers Learning Ed Associates	4	48	192				
NEW	Pers Learning Ed Associates	7	25	175				
6.099	Storage/Work Room	1	120	120				shelving for supplies, work table
Net Area SF				2,494	200	Net Area SF		
Circulation 30%				748	60	30% Circulation		
Total Staff/Support Usable SF				3,242	260	Total Public/Special Use Usable SF		
Shared Support								
6.100	Break Room	4	200	800				counter, sink, cabinets, refrigerator, microwave, table & chairs
6.101	Copy/Print/Supply	4	200	800				copier/scanner, supplies
6.102	Conference Room - Large	3	350	1,050				table with 15 chairs, AV equipped, near Superintendent
6.103	Conference Room - Medium	7	250	1,750				table with 10 chairs, AV equipped
6.104	Conference Room - Small	7	120	840				6 persons, AV equipped
6.105	Focus/Privacy Room	13	50	650				
Net Area SF				5,890	0	Net Area SF		
Circulation 30%				1,767	0	30% Circulation		
Total Staff/Support Usable SF				7,657	0	Total Public/Special Use Usable SF		
Component Total Staff/Support Usable SF				25,667	260	Component Total Public/Special Use Usable SF		
Usable SF/Employee (# Workspaces)				122				
Rentable 16%				4,107	42	Rentable		
Total Rentable Staff/Support SF				29,774	302	Total Rentable Public/Special Use SF		
Rentable SF/Employee (# Workspaces)				142				

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
Total Rentable Area SF				30,076				

	Current Staff	Future Staff	Diff	
College & Career Readiness				
Deputy Superintendent	2	2	0	Existing DGSF 331
Career & Technology Education	25	27	2	4,041
Early Learning & Literacy	20	25	5	1,164
Virtual Education	45	59	14	3,119
Special Education Services	51	57	6	4,626
Standards & Learning	18	28	10	4,626
Shared Support				786
Total:	161	198	37	18,693

Program Spaces	No.	%
Offices:	28	13%
Workstations:	182	87%
Total Workspaces:	210	100%

Current Spaces	No.	%
Offices	68	61%
Workstations	44	39%
Total Workspaces:	112	100%

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
7.000 Educator, Community, and Federal Resources								
Deputy Superintendent		Educator Community and Federal Resources				Adjacent to Family & Community Engagement		
7.001	Deputy Superintendent	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
7.002	Admin Assistant	1	48	48		WS	1	desk, lockable storage; adjacent to reception
7.003	Reception	1	200	200				seating for 6 persons; adjacent to reception workstation
Net Area SF				428	0	Net Area SF		
Circulation 30%				128	0	30% Circulation		
Total Staff/Support Usable SF				556	0	Total Public/Special Use Usable SF		
Adult Education		Separate Suite for Personal Identifiable Information						
7.004	Director of Adult Education	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
7.005	Education Associate	1	48	48		WS	1	desk, lockable storage
7.006	Adult Education Team Lead	2	120	240		SO	2	desk, 2 side chairs, & credenza
7.007	Education Associate	5	48	240		WS	5	desk, lockable storage
7.008	Admin Specialist II	3	48	144		WS	3	desk, lockable storage
7.009	Admin Assistant	1	48	48		WS	1	desk, lockable storage
7.010	High School Equivalency Testing Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
7.011	Data Coordinator	1	48	48		WS	1	desk, lockable storage
7.012	Program Assistant	5	48	240		WS	5	desk, lockable storage
7.013	Temp	2	48	96		WS	2	desk, lockable storage
7.014	Reception	1	200	200				seating for 6 persons; adjacent to Data Coordinator
7.015	Active File Storage	1	360	360				40 lockable cabinets
7.016	Copy/Print/Supply	1	200	200				copier/scanner, supplies
7.017	Storage/Work Room	1	120	120				shelving for supplies, work table
Net Area SF				2,284	0	Net Area SF		
Circulation 30%				685	0	30% Circulation		
Total Staff/Support Usable SF				2,969	0	Total Public/Special Use Usable SF		
Educator Services		Separate Suite for Personal Identifiable Information						
7.018	Director of Educator Services	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
7.019	Admin Assistant	1	48	48		WS	1	desk, lockable storage
7.020	Admin Specialist	2	48	96		WS	2	desk, lockable storage
7.021	Educational Professions & Certification Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
7.022	Professional Practices Coordinator	1	120	120		SO	1	desk, 2 side chairs, & credenza
7.023	Lead Analyst Certification	1	120	120		SO	1	desk, 2 side chairs, & credenza
7.024	Certification Analyst	16	48	768		WS	16	desk, lockable storage
7.025	Data/Scanning Clerk	1	48	48		WS	1	desk, lockable storage
7.026	Education Associate	3	48	144		WS	3	desk, lockable storage
7.027	Temp	0	48	0		WS	0	desk, lockable storage
7.028	Temp/Call Center Room	1	375	375		SW	15	call center for 15 temps; lockable storage
NEW	Temp/Call Center Supervisor	1	120	120				
NEW	Ed Prep Team Lead	1	120	120				
NEW	Ed Prep Admin	1	48	48				
NEW	Ed Prep Education Associate	1	120	120				
7.029	Alternative Certification Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
7.030	Coordinator	4	48	192		WS	4	desk, lockable storage
7.031	Education Associate	5	48	240		WS	5	desk, lockable storage
7.032	Certification Analyst	3	48	144		WS	3	desk, lockable storage
7.033	Reception	1	200	200				seating for 6 persons; adjacent to reception workstation

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
7.034	Educator Information Kiosk	2	20	40				in reception area
7.035	Interview Room	2	100	200				2-4 persons, adjacent to reception
7.036	SLED Room	1	100	100				secure room
7.037	Mail Room	1	200	200				
7.038	Copy/Print/Supply	3	200	600				copier/scanner, supplies
7.039	Active File Storage	1	360	360				40 lockable cabinets
7.040	Secure Storage	2	200	400				secure storage for training equipment
7.041	Storage/Work Room	2	120	240				shelving for supplies, work table
	Classroom				360			50 persons, AV equipped, near main entrance, under Department Support
Net Area SF				5,463	360	Net Area SF		
Circulation 30%				1,639	108	30% Circulation		
Total Staff/Support Usable SF				7,102	468	Total Public/Special Use Usable SF		
Family & Community Engagement								
7.042	Director of Family & Community Engagement	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
7.043	Admin Assistant	1	48	48		WS	1	desk, lockable storage
7.044	Program Assistant	1	120	120		SO	1	desk, 2 side chairs, & credenza
Net Area SF				348	0	Net Area SF		
Circulation 30%				104	0	30% Circulation		
Total Staff/Support Usable SF				452	0	Total Public/Special Use Usable SF		
Federal & State Accountability								
7.045	Director of Federal & State Accountability	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
7.046	Admin Assistant	3	48	144		WS	3	desk, lockable storage
7.047	State Accountability Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
7.048	Education Associate	7	48	336		WS	7	desk, lockable storage
7.049	Title One Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
7.050	Education Associate	8	48	384		WS	8	desk, lockable storage
7.051	Special Populations Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
7.052	Education Associate	6	48	288		WS	6	desk, lockable storage
7.053	Recruiter	2	48	96		WS	2	desk, lockable storage
7.054	Date Analyst	1	48	48		WS	1	desk, lockable storage
NEW	Team Lead	2	120	240			2	
NEW	Admin Assistant	2	48	96			2	
NEW	Education Associate	8	48	384			8	
NEW	Recruiter	2	48	96			2	
NEW	Part-time Temp	2	25	50			2	
NEW	Storage/Work Room	2	120	240			2	
7.055	Active File Storage	1	405	405				45 lockable cabinets
7.056	Secure Storage	1	200	200				bookcase storage
7.057	Storage/Work Room	1	120	120				shelving for supplies, work table
Net Area SF				3,667	0	Net Area SF		
Circulation 30%				1,100	0	30% Circulation		
Total Staff/Support Usable SF				4,767	0	Total Public/Special Use Usable SF		
Student Intervention Services								
7.058	Director of Student Intervention Services	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
7.059	Program Assistant	1	48	48		WS	1	desk, lockable storage
7.060	Alternative Schools Data Collection	1	48	48		WS	1	desk, lockable storage
7.061	21st CCLC At Risk Initiatives	1	48	48		WS	1	desk, lockable storage
7.062	Counselor/Career Special Liaison	1	48	48		WS	1	desk, lockable storage

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
7.063	Alternative Schools School Safety	1	48	48		WS	1	desk, lockable storage
7.064	21st CCLC Team Lead	1	120	120		SO	1	desk, 2 side chairs, & credenza
7.065	21st CCLC	3	48	144		WS	3	desk, lockable storage
7.066	Director SCOIS	1	180	180		EO	1	desk, 2 side chairs, credenza, & meeting table with 4 chairs
7.067	Program Assistant	2	48	96		WS	2	desk, lockable storage
7.068	Future Addition Workstation	2	48	96		WS	2	desk, lockable storage
NEW	4 Workstation	4	48	192			4	
NEW	1 Standard Office	1	120	120			1	
7.069	Active File Storage	1	135	135				15 lockable cabinets
7.070	Inactive File Storage	1	250		250			secure storage
7.071	Storage/Work Room	1	120	120				shelving for supplies, work table
Net Area SF				1,623	250	Net Area SF		
Circulation 30%				487	75	30% Circulation		
Total Staff/Support Usable SF				2,110	325	Total Public/Special Use Usable SF		
Shared Support								
7.072	Break Room	3	200	600				counter, sink, cabinets, refrigerator, microwave, table & chairs
7.073	Copy/Print/Supply	1	200	200				copier/scanner, supplies, excludes Adult Education & Educator Services
NEW	Conference	2	350	700				
7.074	Conference Room - Large	2	350	700				table with 15 chairs, AV equipped, near Superintendent
7.075	Conference Room - Medium	4	250	1,000				table with 10 chairs, AV equipped
7.076	Conference Room - Small	4	120	480				6 persons, AV equipped
7.077	Focus/Privacy Room	9	50	450				
Net Area SF				4,130	0	Net Area SF		
Circulation 30%				1,239	0	30% Circulation		
Total Staff/Support Usable SF				5,369	0	Total Public/Special Use Usable SF		
Component Total Staff/Support Usable SF				23,326	793	Component Total Public/Special Use Usable SF		
Usable SF/Employee (# Workspaces)				160				
Rentable 16%				3,732	127	Rentable		
Total Rentable Staff/Support SF				27,058	920	Total Rentable Public/Special Use SF		
Rentable SF/Employee (# Workspaces)				185				
Total Rentable Area SF				27,978				

	Current Staff	Future Staff	Diff
Educator, Community, and Federal Resources			
Deputy Superintendent	2	2	0
Adult Education	18	22	4
Educator Services	55	55	0
Family & Community Engagement	2	3	1
Federal & State Accountability	26	31	5
Student Intervention Services	13	15	2
Shared Support			
Total:	116	128	12

Existing
DGSF
331
3,240 Senate St HR
4,484 Parklane
224
5,175
2,215
639
16,308

Program Spaces	No.	%
Offices:	19	13%
Workstations:	127	87%
Total Workspaces:	146	100%

Current Spaces	No.	%
Offices	49	45%

Code	Component	Number of Areas	Space Standard	Staff/Supt NSF	Public/Spl Use NSF	Staff Space Type	No of Staff	Comments
Education								
	Workstations	61	55%					
	Total Workspaces:	110	1					